

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 1830 Nogales Street, Rowland Heights, CA 91748.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Personnel Director by emailing jstiegelmar@rowlandschools.org or calling (760) 523-3248 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

June 2, 2020

Meeting to start at 4:30 P.M.

Virtual Meeting

https://us02web.zoom.us/webinar/register/WN_XYQQES_PSYyLYoZ1VSMc3A

Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N29-20 on March 17, 2020. Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to "attend" a meeting virtually without having to admit members of the public into the location from which they are participating (N-25-20) and orders that "such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment" (N-29-20).

Anyone wishing to participate may do so by accessing the link listed above.

Should you wish to provide Public Comment, please submit your request prior to 4:30 p.m. on the date of the meeting at <https://forms.gle/SLSpqdiHknRG34tf8>. During the meeting you will be invited to share your comments verbally.

Please be advised that this meeting is being audio recorded.

June 2, 2020
4:30 P.M.

PLEASE CIRCULATE

1. Meeting called to order by the Presiding Chair _____ at ____ p.m.

| | | |
|---|-----------|-----------|
| 2. Roll Call: | Present | Absent |
| Judy Nieh, Chair | _____ | _____ |
| Sharon Fernandez, Vice Chair | _____ | _____ |
| Sabrina Lee, Member | _____ | _____ |
| Joan Stiegelmar Personnel Director | _____ | _____ |
| Jessica Landin, Personnel Analyst | _____ | _____ |
| Arlene Zamudio, Senior Personnel Technician | _____ | _____ |

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, June 2, 2020 or adopting the Agenda with the following corrections/modifications for Tuesday, June 2, 2020.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

3.3 Introduction of Guests

3.4 COMMUNICATIONS

Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission. A maximum of twenty (20) minutes, unless extended by the Personnel Commission, is allocated for each subject discussed. Ordinarily, Personnel Commissioners will not respond to comments and no action can be taken. However, the Personnel Commission may give direction to Staff following a comment.

A. CSEA

B. District Administration

C. Audience members who requested to comment via ZOOM on an item not on the agenda. Should you wish to provide Public Comment, please submit your request prior to 4:30 p.m. on the date of the meeting at <https://forms.gle/SLSpqdjHknRG34tf8>.

Questions on items that are on the agenda will be entertained at the time the item is under consideration. Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission.

4. REPORT FROM THE PERSONNEL DIRECTOR

Receive an update on Commission staff's activities during the last month.

5. HEARINGS - None

6. PERSONNEL COMMISSION

6.1 Approve the minutes of the regular meeting of May 5, 2020. (Ref. 6.1)

Motion by: _____

Second by: _____

Vote: Judy Nieh _____

Sharon Fernandez _____

Sabrina Lee _____

6.2 Approve the Personnel Commission's regular meeting schedule for 2020 – 2021. (Ref. 6.2)

Motion by: _____

Second by: _____

Vote: Judy Nieh _____

Sharon Fernandez _____

Sabrina Lee _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Mitch Brunyer, Rowland High School, Principal, to employ Applicant ID# 27977743 in the class of Custodian at Step B of Range 18 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____

Second by: _____

Vote: Judy Nieh _____

Sharon Fernandez _____

Sabrina Lee _____

8. EXAMINATIONS/ELIGIBILITY LISTS

8.1 Exam Review and Recruitment Bulletins (Ref. 8.1)

Receive for information, a summary of the following examinations and recruitment bulletins:

- a. Personal Care Assistant (D-19/20-63)
- b. District Patrol (D-19/20-64)

8.2 Employee Selection Results – Receive the results of examinations held. (Ref. 8.2 Ltd. Dist.)

8.3 Ratification of Eligibility Lists – Ratify the following eligibility lists: (Ref. 8.3 Ltd. Dist.)

- a. Computer Lab Technician (D-19/20-47)
- b. Computer Lab Technician – Bilingual (Spanish) (D-19/20-48)
- c. Food Service Assistant I (D-19/20-51)
- d. Instructional Assistant II (D-19/20-40)
- e. Instructional Assistant II – Bilingual (Spanish) (D-19/20-41)
- f. Locker Room Assistant (Female) (D-19/20-52)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

9. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

10. CLOSED SESSION

Recess to closed session to discuss:

- Employee Performance Evaluation – Personnel Director - Government Code 54954.5 (e)

Time Recessed: _____ Time Reconvened to Open Session: _____

11. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JULY 7, 2020 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM (OR POSSIBLY VIA ZOOM).**

12. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

Consistent with merit system principles, the mission of the Rowland Unified School District Personnel Commission is to provide the District with the best qualified candidates, reflective of the cultural diversity of the community, to serve the present and future needs of the District and its educational program.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF MAY 5, 2020
MEETING HELD VIRTUALLY VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:32p.m., with the Pledge of Allegiance led by Ms. Judy Nieh, Chair.

Members Present: Judy Nieh, Chair
Sharon Fernandez, Vice Chair
Sabrina Lee, Member

Staff Members: Joan Stiegelmar, Personnel Director
Present: Jessica Landin, Personnel Analyst
Arlene Zamudio, Senior Personnel Technician

APPROVAL OF THE AGENDA

A. The Personnel Commission took action to approve the agenda as amended.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sharon Fernandez | Vote: | Judy Nieh | Yes |
| Seconded by: | Sabrina Lee | | Sharon Fernandez | Yes |
| | | | Sabrina Lee | Yes |

Ms. Sharon Fernandez, Personnel Commissioner, motioned to remove Item 9 – Closed Session.

INTRODUCTION OF GUESTS

- None

COMMUNICATIONS

- A. CSEA – None
- B. District Administration – None
- C. Audience Members – None

REPORT FROM THE PERSONNEL DIRECTOR

An update on Commission staff's activities since the last meeting was presented by Joan Stiegelmar.

Updates/Reminders/Remarks:

Ms. Stiegelmar shared she is thankful for everyone making it through the month of April even with all of the changes which recently took place. Ms. Stiegelmar shared the Personnel Commission had recently conducted three structured interviews remotely using Zoom. Ms. Stiegelmar states she is pleased with how Ms. Landin prepared and completed necessary documents for the structured interviews and performance exams. Ms. Stiegelmar shared she is thankful to the Personnel Commission staff for their flexibility and ability to adapt while working from home. Ms. Stiegelmar also expressed thanks to Dr. Mitchell for her support and communication. Ms. Stiegelmar mentioned she was pleased to see the Employee of the Year celebrations still took place.

HEARINGS

The public hearing on the proposed Personnel Commission Budget for the Fiscal Year 2020 – 2021 opened at 4:39 p.m.

Ms. Stiegelmar shared that the budget was sent to both CSEA Leadership and to the Board of Education, Superintendent, Cabinet, and Fiscal to review and to advise of the hearing.

The public hearing on the proposed Personnel Commission Budget for the Fiscal Year 2020 – 2021 closed at 4:40 p.m. with no comments.

PERSONNEL COMMISSION

A. Recommendation: To adopt the Personnel Commission Budget for 2020 – 2021

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sharon Fernandez | Vote: | Judy Nieh | Yes |
| Seconded by: | Sabrina Lee | | Sharon Fernandez | Yes |
| | | | Sabrina Lee | Yes |

B. Recommendation: To approve the minutes of the regular meeting of April 7, 2020.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sabrina Lee | Vote: | Judy Nieh | Yes |
| Seconded by: | Sharon Fernandez | | Sharon Fernandez | Yes |
| | | | Sabrina Lee | Yes |

C. The Personnel Commission received the draft of the Personnel Commission's meeting schedule for 2020 – 2021.

EXAMINATIONS/ELIGIBILITY LISTS

A. The Personnel Commission received for information, a summary of the following examination and recruitment bulletins:

- a. Director of Construction (D-19/20-59)
- b. Grounds Maintenance Worker (D-19/20-62)
- c. Risk and Benefits Supervisor (D-19/20-61)
- d. Safety Operations Manager (D-19/20-60)

B. The Personnel Commission received the results of the examinations held.

C. Recommendation: To ratify the following eligibility lists:

- a. Personnel Technician (D-19/20-49)
- b. Personnel Technician – Bilingual (Spanish) (D-19/20-50)

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sharon Fernandez | Vote: | Judy Nieh | Yes |
| Seconded by: | Sabrina Lee | | Sharon Fernandez | Yes |
| | | | Sabrina Lee | Yes |

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

- Ms. Lee shared she is thankful to the classified workers who are reporting to their work site which includes employees in the following departments: Warehouse, Reprographics, Purchasing, Fiscal, Payroll, Nutrition Services, Custodians, Building Services, and Technology. Ms. Lee commented that she hopes everyone stays safe and that this Covid-19 crisis ends soon. Ms. Lee mentioned she is looking

forward to seeing everyone again in person. Ms. Lee also sends her congratulations to all employees of the year within the District.

- Ms. Fernandez expressed her thanks to all District staff and to Mr. Schlatter for his support with Technology Services. Ms. Fernandez stated she was pleased to see the Employee of the Year celebration still occurred. Ms. Fernandez shared she hopes that everyone stays safe.
- Ms. Nieh congratulated the District Employees of the Year and stated that she was sorry that the District was unable to celebrate in person. Ms. Nieh mentioned she appreciates everything the employees do for the District. Ms. Nieh shared that she realizes it is challenging for employees during this time, but she believes parents and students of the District appreciate everyone's efforts. Ms. Nieh shared she is looking forward to being together in person in the future.

CLOSED SESSION – None

ADJOURNMENT

To adjourn meeting at 4:51 p.m.

Motion made by: Sharon Fernandez
Seconded by: Sabrina Lee

Vote: Judy Nieh Yes
Sharon Fernandez Yes
Sabrina Lee Yes

Approved by: _____
Judy Nieh
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, JUNE 2, 2020 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM OR VIA ZOOM.

Consistent with merit system principles, the mission of the Rowland Unified School District Personnel Commission is to provide the District with the best-qualified candidates, reflective of the cultural diversity of the community, to serve the present and future needs of the District and its educational programs.



ROWLAND UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

June 2, 2020

BULLETIN

PLEASE POST

For Information

TO: All Classified Employees and Administrative Personnel
FROM: Joan Stiegelmar, Personnel Director
RE: 2020-2021 Personnel Commission Meetings

Personnel Commission meetings are typically scheduled on the first Tuesday of each month, except as noted below. Meetings for the 2020-2021 school year are tentatively scheduled as follows:

July 7, 2020

August 4, 2020

September 1, 2020

October 6, 2020

November 3, 2020

December 1, 2020

*January 12, 2021

February 2, 2021

March 2, 2021

April 6, 2021

May 4, 2021

*June 8, 2021

NOTE: All meetings to be held in the Board Room, at the District Office and will begin at 4:30 p.m.

*Meetings changed from the first Tuesday of the month.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
CUSTODIAN

The Commission is in receipt of a request from Mitch Brunyer, Rowland High School, Principal, to employ Applicant ID #27977743 as Custodian at Step B of Range 18 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over two years of work related experience. The number of years of related work experience does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 18 on the Classified Salary Schedule.

PERSONNEL COMMISSION

ROWLAND UNIFIED SCHOOL DISTRICT

June 2, 2020

ITEM 8.1 EXAM REVIEW

The following recruitments were initiated during the month of May, 2020:

| Classification | Length of Eligibility List | Number of Positions | Hours / Months | Last Class Description Revision | Tentative Exam Plan |
|-------------------------|-----------------------------------|----------------------------|-----------------------------|--|--|
| Personal Care Assistant | 6 months | 8 | 3 to 5.5 hours / 9.5 months | 2/2011 | <ul style="list-style-type: none">• Structured Interview |
| District Patrol | 6 months | 1 | 8.0 hours / 12.0 months | 10/2017 | <ul style="list-style-type: none">• Written Examination• Technical Project• Structured Interview |

Recommendation

The Personnel Commission is providing this examination review summary for information only.



ROWLAND UNIFIED SCHOOL DISTRICT
Personnel Commission
1830 S. Nogales Street
Rowland Heights, CA 91748
www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

PERSONAL CARE ASSISTANT

SALARY

\$14.90 - \$18.15 – HOURLY

An Equal Opportunity Employer

OPENING DATE: MAY 15, 2020

FINAL FILING DATE: JUNE 8, 2020

POSITION

There are currently several positions available, three (3) hours per day, five (5) days per week, nine and a half (9 1/2) months per year. An eligibility list is being established to hire substitutes and to fill future vacancies.

SUMMARY OF DUTIES

Provides behavioral, physical, health and social services to pupils who are physically, emotionally or behaviorally challenged; operates and monitors a variety of health equipment; assists students on a one-to-one or group basis in meeting the physical requirements of attending school.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalent is required.

EXPERIENCE: Experience providing health care services and working with physically handicapped children is desirable.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate are required and must be submitted with your on-line application.

Successful completion of Crises Prevention Intervention (CPI) 12 hour training is required during the probationary period.

NOTE: Applicants must provide a copy of the following documents at the time of application (please upload the documents to your profile):

- High School Diploma or equivalent;
- A current and valid Standard/Basic First Aid Certificate; and
- A current and valid CPR Certificate (Child and Adult).

Documents may also be emailed to Crystal Vahimarae at cvahimarae@rowlandschools.org. Applications without the supporting documents will be considered incomplete and will be disqualified. Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, may be exposed to wetness, urine, feces, strong odors, airborne pathogens and germs, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 50 pounds or over 50 pounds with assistance, push/pull students of varying weights in wheelchairs, speak clearly and hear normal voice conversation.

FILING PERIOD

Applications for this position will be accepted on-line only from Friday, May15, 2020 to June 8, 2020 until 4:30 pm.

Log on to: <http://www.rowlandschools.org/> → Departments → Personnel Commission → Classified Job Openings, to begin creating your application or to edit/update an existing account.

*** APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY***

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview

Salary Range: 14

PROOF OF EDUCATION:

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. *RUSD will only accept evaluations from agencies listed within the document.*

ADVANCED SALARY STEP PLACEMENT

New employees are normally placed at Step A of the appropriate salary range for this classification. If the hiring authority requests advanced salary step placement to the Personnel Director, the new employee's eligibility will be determined in accordance with Personnel Commission Rule and Regulation 17.2.1. The Personnel Commission shall have final approval on any advanced salary step placement requests. Contact the Personnel Commission office for further information if you are hired. *Advanced salary placement is only available to employees upon their initial hire.*

APPOINTMENT

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. **The eligibility list will be established for six (6) months.** All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of six (6) months or 130 working days of paid service, whichever is longer. No employee shall attain permanent status in the classified service until s/he has completed a probationary period in a class. An employee may be released at any time during the probationary period.

PROCESSING FEE

New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

VETERANS CREDIT

For entry level classes, veterans with thirty (30) days or more of active service (during a time of war or national emergency) who obtain a passing score shall be allowed an additional credit of five (5) points and disabled veterans receive ten (10) additional points. Entry-level positions are defined as all positions within the classified service when the **eligible is first employed** by the District, except for positions designated management or senior management. Veterans must supply a copy of their Form DD214 along with their application in order to receive such credit. Veterans credit can only be applied upon initial hire.

****For a more detailed job description, including benefits / leave information, please log on to www.rowlandschools.org. → Departments → Personnel Commission → Classified Job Openings**

Consistent with merit system principles, the mission of the Personnel Commission is to provide the best qualified candidates, representative of the cultural diversity of our community, to support the district's present and future educational programs.



ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission
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Rowland Heights, CA 91748
www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

DISTRICT PATROL

SALARY

\$19.08 - \$23.23 – HOURLY

An Equal Opportunity Employer

OPENING DATE: May 15, 2020

FINAL FILING DATE: June 8, 2020

POSITION

There is currently one position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year. This position may work weekends. The tentative work schedule is 2:30 p.m. – 11:00 p.m. An eligibility list will be established to hire substitutes and to fill future vacancies.

SUMMARY OF DUTIES

Under general direction of a District Administrator or designee, patrols District work sites, campuses, parking lots and related areas to ensure facilities are properly secured; observes and controls behavior of students and determines if unauthorized visitors are on such premises; approaches such visitors to determine the reasons for their presence and assists them; encourages unauthorized visitors to leave voluntarily using tact, persuasion and good judgment; responds to alarms and observes site to determine if there are intruders; calls police for assistance in handling intruders and unauthorized visitors; makes emergency maintenance repairs; secures premises; and completes various records and reports.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency is required.

EXPERIENCE: One year of experience in security/safety work or law enforcement is required. A certificate of completion from a California Basic P.O.S.T. Training Academy can be substituted for the required experience. The certificate of completion must be dated within the last three years.

Applicants must provide a copy of the following at the time of application (please upload the documents to your profile):

- **High School Diploma/Equivalent or highest completed diploma (GED,AA/BA/MA)**
- **P.O.S.T Training Academy Certificate (dated within the last 3 years) is required if being substituted for the required experience.**

Document(s) may also be emailed to Arlene.Zamudio@RowlandSchools.org . **Applications without the supporting document(s) will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

LICENSE REQUIREMENTS: Possession of a valid, Class C, California Driver license and a good driving record is required prior to and during employment. A current SB 1626 Training Certificate in accordance with 832.2 of California Penal Code, compliant with California Education Code Section 38001.5, must be completed within six months of hire at the employee's expense.

ENVIRONMENT: Employees in this classification work both inside and outside, in varying weather conditions, with exposure to verbal abuse, harassment, potential physical hazards when intervening in anti-social, illegal activity, and/or physical fights or confrontations, in the absence of immediate supervision, and in direct contact with students, the public, and District personnel.

PHYSICAL REQUIREMENTS: Employees in the classification lift and carry up to 50 lbs, push/pull, climb stairs and ramps, run, stoop/bend, twist or apply pressure with wrists or hands, use both hands and/or legs simultaneously, speak clearly, hear, have depth perception, have color vision/distinguish shades, see small details and for long distances, operate a computer, radio, or mobile phone, and drive a vehicle.

FILING PERIOD

Applications for this position will be accepted online only starting **Friday May 15, 2020 to Monday, June 8, 2020 at 4:30pm.**

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Written Test
- Structured Interview / Technical Project

Classified Salary Range: 19

PROOF OF EDUCATION:

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. *RUSD will only accept evaluations from agencies listed within the document.*

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New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

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For entry level classes, veterans with thirty (30) days or more of active service (during a time of war or national emergency) who obtain a passing score shall be allowed an additional credit of five (5) points and disabled veterans receive ten (10) additional points. Entry-level positions are defined as all positions within the classified service when the **eligible is first employed** by the District, except for positions designated management or senior management. Veterans must supply a copy of their Form DD214 along with their application in order to receive such credit. Veterans' credit can only be applied upon initial hire.

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